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The Organization of a Library

Irene Warren

Frances Simpson

Uniform Size of Paper: Librarians have found that in filing material and in keeping many records it is more advantageous to use slips and sheets than bound books, because they permit intercollation without disarrangement or copying. Therefore they have adopted uniform sizes of paper, also boxes and cases for filing which have been placed on the market as standard library supplies. The following are the measurements of the paper adopted:

L size (letter), 20 x 25 cm.

N size (note), 12½ x 20 cm.

P size (postal), 7½ x 12½ cm.

V size (vignette), 5 x 7½ cm.

Folios: Folios for filing notes and papers may be made of heavy manila paper, cut twice the size of the paper to be filed, folded in the middle, and lower edges pasted together so that only the upper and right sides are left open, and the contents of each folio given in the upper left-hand corner.

Mucilage: The best mucilage is the Higgins' Drawing Board mucilage, sold in jars of three ounces or more.

Ink: In library records the essential features of ink are blackness and permanency. The Carter's Koal Black and Carter's Fast Red ink have been found the best. In marking labels and guides, Higgins' Water Proof ink is used. Ink should be kept in a stand that will protect it from the dirt. The Perfect Ink Stand does this as well as any.

Penmanship and Pens: It is essential that the handwriting should be very plain, so that the cards in the catalog may be easily read by the public and no possible mistake made in reading records. For that pur-

pose the library handwriting has been quite universally adopted. It is a plain round hand, with a tendency to a back slant, as seen on the sample order card. The Library Bureau pen, No. 3, is used, and a cork penholder, because it is very light and large enough to keep the hand from cramping in writing.

Guides: The guides are made of manila boards which project a quarter of an inch above the P and V slips, and are cut in thirds and fifths. They indicate the classification of material filed, either alphabetically, numerically, or by subject, as desired.

Selection of Books: The selection of books is one of the first important problems in the organization of a library. The lists of books published by librarians and educators should be carefully examined and the books best adapted to the anticipated needs of the library selected. The new books should be carefully kept up with as they are reviewed in the *Critic*, *Dial*, *Literary World*, *Bookbuyer*, *Literary News*, *Bookman*, *Literature*, and also the reviews given in the general periodicals, such as the *Review of Reviews*, *Atlantic*, and *Harper's Magazine*. Every one who is attempting to keep up with literature in general, or any subject, should follow the issues of the *Publishers' Weekly*. This gives each week an alphabetical list of the new books and new editions, with full descriptive notes, but no attempt at criticism. Notes from the publishers and booksellers, and various bibliographical information, are given. Every month a classified list of the new books arranged by subjects, is published.

It is more economical to make working

lists of books on slips than on sheets. A standard card of manila paper is used by the librarians, as shown in cut.

Library No. 9612	Author's surname, followed by given names or initials Wentworth E. A.		WRITE LEGIBLY	
Order No. 783	Title Trigonometry & Surveying			
Ordered 3 D '06	Publisher Ginn			
Received 13 D '06	Edition Teachers N.Y.	Place 1888	No. of Vols. 8	Total Price 1.25
Cost 1.18	Year 1888		NOT in great haste NOT in haste	
Charged to Reg. S	I recommend the above for the library. Notice of receipt is NOT asked.			
Approved 3.20	Signature E. A. Smith			
Not now ordered 5a	Address 18 Grove St.			
Not in library 5a	Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste. Put a * before items of which you are not sure. Give reasons for recommending ON THE BACK.			

One book is entered on each slip. When the list is decided on, it must be carefully gone through to avoid any duplication of books. It is then necessary to go through the list again to see that authors and titles are correct, and to make selection of the best editions and to get the list prices. Every publisher will send his catalog on application. A file of these, arranged alphabetically will be found valuable to any one selecting or buying books. They can be filed in the standard pamphlet boxes, or if funds will not permit that, tied up in small packages, carefully labeled. The publishers' catalogues are arranged and bound alphabetically in one volume each year, which is known as the Trade List Annual, and which will be found in every library and bookstore. The American Catalogue is an alphabetical arrangement of authors and titles, with bibliographical information and prices. A second arrangement is also given in a classified list of

books arranged in an alphabetic list of subjects. These volumes have been printed as follows:

American catalogue, author and title, 1876.

American catalogue, subject, 1876.

American catalogue, author, title, subject, 1876-80; 1880-84; 1884-90; 1890-95; 1895-1900.

Annual numbers are printed and combined every five years into one volume. The literature of almost every country has been recorded in a manner similar to that of America.

Order: When all the necessary material has been found, the slips are then arranged alphabetically by authors, and are ready for the order which is to be sent to the bookseller. The order should be made on letter-size paper, and the list of books given in tabulated form; author's surname, title, edition of year if a special edition is wanted, and publisher. No personal notes should be written on the same sheet as the order, because many booksellers keep orders and correspondence in separate files, and the order must be sent about with clerks to pick out books. A duplicate copy of every order should be kept in the library.

Receipt of Books: When the books are received, they should be checked with the order and date of receipt added. If order cards have been used, the date of receipt and cost may be added, and they may be filed to form an alphabetical index of authors of books in the library. The books are then ready to be entered in the accession book, the description of which will be given in the February number.

Home Economics

Alice Peloubet Norton

Pedagogic School

The work of the first quarter has been devoted to obtaining a general view of the food question, and gaining familiarity with the different food principles. The next quarter will be given to a study of

special foods and foodstuffs. The topics discussed will be the composition and food value, the cost, digestibility, and cookery of each food material. Different methods of preservation of food, and the common adulterations, with simple tests, will be